



July 5, 2013

**REQUEST FOR PROPOSALS - SNOWPLOWING AND REMOVAL
FOR THE CHURCH STREET MARKETPLACE DISTRICT,
October 2013 – May, 2016**

Area contractors interested in the plowing and removal of snow on the Church Street Marketplace District (Church Street between Main & Pearl Streets) are invited to respond to this Request for Proposal. **Proposals are due August 1, 2013 at 4:00 pm. to the Church Marketplace Office, 2 Church Street, Suite 2A, Burlington, Vermont 05401.**

SELECTION: A committee comprised of Marketplace staff and Marketplace commissioners will review the proposals and a vendor will be selected, based on three criteria: 1) cost proposal; 2) available equipment; and 3) experience managing snow removal in an urban environment.

QUESTIONS:

- Questions about the Marketplace's snow removal program: Jim Daly, Working Foreman, Church Street Marketplace, 802-238-7628 or jdaly@burlingtonvt.gov
- Questions about the Proposal Process: Ron Redmond, Executive Director, Church Street Marketplace, 802-238-5598 or ron.redmond.vt@gmail.com

WE ARE SEEKING A CONTRACTOR WHO WILL:

- charge a fixed price for each season.
- develop a work plan designated each year by a walkabout with Marketplace staff, for the following area: Church Street Marketplace District, the four blocks of Church Street, Burlington, Vermont, from the building front to building front between Main and Pearl Street; and as far into the three side streets – Cherry, Bank and College – as the Marketplace pavers exist; Parking lot behind Homeport (52 Church Street) from the entrance at Cherry Street to the edge of the parking lot of 50 Church Street (Banana Republic). That tenant has a contract with another snow removal company.
- be responsible for the provision of backup plowing and removal of equipment in the event of breakdowns or other unforeseen circumstances.
- be responsible to monitor the snow accumulation on the Marketplace and plow only when the Marketplace is 1" or greater.
- remove snow upon notification.

- remove all snow as specified and directed above within 36 hours after the completion of the plowing, unless otherwise directed to remove or not to remove the snow. The removal shall occur between the hours of 9:30 p.m. and 8:00 a.m. unless otherwise requested.
- remove to within not more than 6' of all obstructions except trees. The radius around trees shall not be less than three feet. The removal of snow, if effected, from those areas, shall be accomplished by Marketplace personnel.
- provide supervision at all times the contractor is present on the Marketplace to ensure efficient performance of work.
- meet for a physical walk of the Marketplace with the maintenance supervisor or his designee to determine damage and quality assessment of work performed after each removal.
- provide a certificate of insurance for workmen's compensation, for general liability coverage of not less than \$1,000,000; and, for automobile coverage of not less than \$1,000,000.
- coordinate all work with the Marketplace's maintenance supervisor or his designee.
- comply with all City ordinances, in addition to any applicable state or Federal laws. These include, but are not limited to, compliance with the **City's Livable Wage**, Outsourcing, and Union Deterrence ordinances. A certificate of compliance with the Livable Wage ordinance is required. The Livable Wage ordinance can be found at the following link:
<http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>

IN RETURN, THE MARKETPLACE WILL AGREE TO:

- pay the contractor for plowing and removal of snow each season (October – April), for three fiscal years, from FY 14 – FY 16.
- provide the contractor with access to the City's "snow dump," located near Burlington's Waterfront and managed by the Department of Public Works.

Please complete the attached **BID and WORK PLAN** and the **CERTIFICATION OF COMPLIANCE WITH THE CITY OF BURLINGTON'S LIVABLE WAGE ORDINANCE**

Proposals are due by August 1, 2013 and may be sent via either US Mail, via email to ron.redmond.vt@gmail.com, via fax at 802-865-7252 or delivered in person. The Church Street Marketplace office is located at 2 Church Street, Richardson Place Building, on Church Street's top block (intersection of Church and Pearl Streets.) From Church Street's east side, look for sign on 2 Church Street building: "Richardson Place Office Entrance." Sign located between Top of the Block Sandwich Shop and Downtown Danform Shoes. Walk through double doors. Take stairway or elevator up to second floor. Turn left to reach our offices, located in Suite 2A, right next to elevator.



**CHURCH
STREET**
MARKETPLACE

BID AND WORK PLAN

REQUEST FOR PROPOSALS - SNOWPLOWING AND REMOVAL FOR THE CHURCH STREET MARKETPLACE DISTRICT, October 2013 – May, 2016

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Proposals may be sent via either US Mail, via email to ron.redmond.vt@gmail.com, via fax at 802-865-7252 or delivered in person. The Church Street Marketplace office is located at 2 Church Street, Richardson Place Building, on Church Street's top block (intersection of Church and Pearl Streets.) From Church Street's east side, look for sign on 2 Church Street building: "Richardson Place Office Entrance." Sign located between Top of the Block Sandwich Shop and Downtown Danform Shoes. Walk through double doors. Take stairway or elevator up to second floor. Turn left to reach our offices, located in Suite 2A, right next to elevator.

Bid (Proposal and Work Plan) of _____
(Name of Your Company)

The Bidder, in compliance with the Marketplace's request for snowplowing and removal bids and work plans, having examined relevant documents, and being familiar with all the conditions surrounding the project, hereby proposes to furnish snowplowing and removal equipment and labor for the Marketplace during the winters of 2013 - 2016 in accordance with the contract documents and the price stated below. This price is to cover all expenses incurred in performing the work performed under the contract.

A. BID PRICE.

Year 1: 2013-2014: \$ _____

Year 2: 2014-2015: \$ _____

Year 3: 2015-2016: \$ _____

B. EQUIPMENT

The Bidder lists below equipment owned by the Bidder, showing each piece of equipment required by the Marketplace and the price for each by hour (including operator):

1. Approximately 3 cy loader with operator:

Number: _____

2. 7 cy (or larger) wheel loader with operator:

Size(s): _____

Number: _____

3. Bobcat type skid loader, with neoprene blade and operator:

Number: _____

4. 4 wheel drive truck, with neoprene blade and operator:

Number: _____

Dump trucks with operators:

Size(s): _____

Number: _____

5. Other equipment owned by the Bidder (with sizes, numbers), which the bidder believes would be helpful for performing the work.

C. WORK PLAN

Bidder will perform _____% of the work with its own forces. If less than 100%, the sub-contractors are listed below (showing detail as to the work each sub-contractor will perform):

Supervisory Work Experience. The name of the project manager /working supervisor to be assigned to the project are listed below.

Name of Project Manager/Working Supervisor:

Years of experience supervising snow removal contracts:

D. OTHER

1. Has the Bidder ever been terminated during mid-contract on any snow removal project? If so, not when, where, and why?
2. Early payment discount on its invoices? If so, how much and on what terms?
3. References (three or more):

i. _____

- ii. _____
- iii. _____

4. Bidder's complete name, address, phone number and contact person:

Name: _____
Address: _____
City/State: _____
Phone: _____
Email: _____

COMPLIANCE WITH CITY ORDINANCES, INCLUDING LIVEABLE WAGE:

A successful proposal to provide goods and services to the City must comply with all City ordinances, in addition to any applicable state or Federal laws. These include, but are not limited to, compliance with the City's Livable Wage, Outsourcing, and Union Deterrence ordinances. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>

LIVABLE WAGE EXPLAINED: The city is committed, through its contracts with vendors and provision of financial assistance, to encourage the private sector to pay its employees a livable wage and contribute to employee health care benefits.

- 1) *Contractor or vendor* is a person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods) where the total amount of the contract or contracts exceeds fifteen thousand dollars (\$15,000.00) for any twelve-month period, including any subcontractors of such contractor or vendor.
- 2) *Covered employer* means the City of Burlington (except that the Burlington School Department shall not be considered a covered employer), a contractor or vendor or a grantee as defined above.
- 3) *Covered employee* means an "employee" as defined below, who is employed by a "covered employer," subject to the following:
 - a) An employee who is employed by a contractor or vendor is a "covered employee" during the period of time he or she expends on furnishing services funded by the city, notwithstanding that the employee may be a seasonal employee;
 - b) An employee who is employed by a grantee who expends at least half of his or her time on activities funded by the city is a "covered employee." Every covered employer shall pay each and every covered employee at least a livable wage as established under this article.
 - c) For a covered employer that provides employer assisted health care, the livable wage shall be at \$13.94 per hour in 2014 July 1, 2013 – June 30, 2014)
 - d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at \$15.83 per hour in FY 2014 (July 1, 2013 – June 30, 2014)

Please complete this document. Include it with your completed BID AND WORK PLAN

**CERTIFICATION OF COMPLIANCE WITH THE CITY OF BURLINGTON'S
LIVABLE WAGE ORDINANCE**

I, _____, on behalf of _____ (Contractor)
and in connection with _____ (City contract/project/grant),
hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Livable
Wage Ordinance; (2) as a condition of entering into this contract or grant, Contractor confirms
that all covered employees, as defined by Burlington's Livable Wage Ordinance, shall be paid a
livable wage for the term of the contract as determined and adjusted annually by the City of
Burlington's Chief Administrative Officer, (3) a notice regarding the applicability of the Livable
Wage Ordinance shall be posted in the workplace or other location where covered employees
work, and (4) payroll records or other documentation, as deemed necessary by the Chief
Administrative Officer, shall be provided within ten (10) business days from receipt of the City's
request.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary